

## **SAMPLE PHASE I APPLICATION PACKAGE**

*(E-mail completed package to [AFSOC.TACP.A&S.org@hurlburt.af.mil](mailto:AFSOC.TACP.A&S.org@hurlburt.af.mil))*

20 Oct 99

NAME SSgt John A. Doe

ADDRESS XX Air Support Operations Squadron  
10 Independence Rd  
Hurlburt Field, FL 23544

SSN xxx-xx-xxxx

CONTACT INFORMATION DSN 123-4567  
John.doe@hurlburt.af.mil

PRESENT DUTY STATION FT. XXXX, AIN

COMMANDER Major John B. Doe  
DSN 123-4567

ATTENDED PHASE II? TACP ASSESSMENT / NOT APPLICABLE (circle one)  
REASON NOT SELECTED (short answer)

ASSIGNMENT PREFERNCES Special Tactics Squadron/Rangers (circle one)

DESIRED PCS/PCA LOCATION (list in order of preference your desired duty location)

MARTIAL STATUS (Yes/No) Is spouse a military member? (what service)

PROJECTED DEPLOYMENT (Yes/No), If yes, projected dates

JOHN A. DOE, SSgt, USAF

### **TABS**

1. Military Photo
2. Narrative
3. Résumé
4. Letters of Recommendation
5. Last three Performance Reports
6. PT Evaluation Letter
7. Ruck March Evaluation letter
8. AF 3827s/FORM 8s (ACC form 206s, as applicable)/CAS Log
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10. Volunteer letter for parachutist duty
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**MILITARY PHOTO (TAB 1)**

SAMPLE

## **NARRATIVE (TAB 2)**

20 Oct 99

### **MEMORANDUM FOR SPECIAL TACTICS TACP SELECTION BOARD**

**FROM:** XX ASOS/X-Flt

**SUBJECT:** Why I want to be a Special Tactics TACP

1. An individual's reasons for joining the armed forces: can be as varied as the career fields a service has to offer. My reasons for joining the Air Force, and subsequent plan to serve out a long and honorable career, are simple and have remained constant. I admire the people the Air Force attracts, and find great satisfaction in working with men and women whose pride in accomplishing a mission that transcends individual goals is so readily apparent. I believe I will find the ultimate manifestation of good people and an honorable mission in the Special Tactics career field.
2. As a "military brat," the Air Force has always been my home, and a career in uniform has been a constant goal in my life since my earliest memories. The systems of shared experiences and values that make the Air Force more than just another job have formed the foundation of the young TACP I've become. In the Special Tactics career field, I see the next evolution of the Air Force family I have grown to admire and emulate. The intense pride shared by a Special Tactics TACP and his team is everything I have ever wanted from a career of service.
3. As a Special Tactics TACP, I know that my first and ultimate responsibility will be for the welfare of the Special Tactics team for whom I belong. I know that I have both the mental and physical strength to accomplish any mission and ensure the men I work with in the field will have every opportunity to excel. The frequent moves inherent to growing up in an Air Force family have allowed me to cultivate the kind of people skills and leadership techniques that an effective team player must possess. My desire to share in the pride of the Special Tactics community has led me to attain the physical prowess necessary to operate successfully in the field. I know that I can be a credit to the Special Tactics career field.
4. My career objectives are to gain operational experience as a part of a Special Tactics team after completing the necessary training. I would then like to become a leader in the TACP community and share the knowledge gain and operational experiences to others, so that they may succeed in their career goals.
5. I believe that I am ready to face the challenges Special Tactics has to offer as a career field. Select me for Special Tactics, and I won't disappoint you.

JOHN A. DOE, SrA, USAF

## **PERSONAL RÉSUMÉ (TAB 3)**

John A. Doe  
SSAN: xxx-xx-xxxx  
SrA, USAF  
DOR: 27 May 1998 / Age: 23  
AFSC: 1C4XX

XX Air Support Operations Squadron  
10 Independence Rd.  
Hurlburt Field, FL 23544  
DSN 123-4567  
COM (850) 123-4567

#### **PERSONAL DATA**

200 Nice Dr.  
Niceville, FL 32578  
(850) 123-4567

#### **SERVICE HISTORY**

Aug 08 – Present *BN JTAC/BALO, XX ASOS, Eglin AFB, FL. Leads 15 personnel in five functional elements. Manages all logistics training programs. Ensures dissemination of higher headquarters training directives throughout the X ASOG. Develops monthly training plans and schedules training events for 85 TACP personnel. Monitors and directs the on-the-job training program for over 15 enlisted personnel. Provides monthly status of training briefing for all commanders. Identifies training shortfalls and works resolution through squadron commander. Maintains and controls over \$50M in communication training assets.*

June 05– June 08 *Close Air Support integration of assets into U.S. Army scheme of maneuver and terminal control. Planned and executed integrated fire support plans for numerous missions supporting Army Exercises. Training manager for more than 40 operations personnel. Combat proven experience supporting US Army Special Forces teams in “OPERATION ENDURING FREEDOM” and “OPERATION IRAQI FREEDOM”*

#### **EDUCATION**

CCAF  
JTAC Qualification Course, Nellis AFB, Nevada 2008  
US Army Airborne Course, Ft Benning, Georgia 2008  
Red Cross CPR Course, Ft Lewis, Washington 2008  
US Air Force SERE Course, Fairchild AFB, Washington 2005  
1C431 School House, Hurlburt Fld, Florida 2005

#### **CERTIFICATION/AWARDS**

Air Assault  
Air Force Jumpmaster  
Basic Military Freefall Instructor  
Professional Skydiver Rating, US Parachute Association

#### **CAREER OBJECTIVE**

To become a Special Tactics TACP. To contribute to the United States Air Force mission.

#### **PERSONAL INTERESTS**

Reading, fitness, military history, cars

25 Oct 99

MEMORANDUM FOR SPECIAL TACTICS TACP SELECTION BOARD

FROM: X ASOS/CC  
XXX. Whatever St  
Ft. Xxxxx AIN, ST XXXXX

SUBJECT: Special Tactics TACP Recommendation letter

1. Senior Airman John A. Doe is my number two recommendation for the newly opened Special Tactics TACP positions. SrA Doe possesses an exceptionally strong duty concept, as evidenced by the motivated and professional way he addresses his daily work, as evidenced by his recent selection as PACAF ROMAD of the Year. His service on our TAC Team has been - and continues to be - impeccable. I've personally called upon him to instruct me on various TACP skills and physical training concepts. His decision making ability and clear judgment underscore his unselfish sense of duty. SrA Doe is highly dedicated to his work as a Terminal Attack Control and Command Specialist and he exercises every opportunity to better himself and expand his knowledge both on and off duty.

2. To my knowledge, SrA John A. Doe is emotionally stable, financially stable, morally responsible, and has not had a history of disciplinary action. I have reviewed his records and they do not reflect any information, which in my judgment, would preclude selection for a Special Tactics TACP position. (This statement must be included in the letter of recommendation from the unit commander or his designate)

3. SrA Doe's physical and personal skills, his adaptability and willingness to learn all attribute to his superb ability as a team player. He will be a valued asset to the Special Tactics community. I am confident in my decision for his recommendation. If you have any questions you may contact me at DSN: XXX-XXXX or by email at:

4. To be blunt, SrA Doe succeeds magnificently at everything he undertakes. He is a sincere, articulate young man who is made of just the right decisive "stuff" we're looking for in our young JTAC. I am confident he would make an excellent Special Tactics TACP, and recommend his selection on your next board.

JOHN B. DOE, Lt Col, USAF  
Commander

**NOTE: This is an example -- a complete package requires two letters of recommendation. (unit commander and superintendent)**

**Performance Reports (last three) (TAB 5)**

SAMPLE

## **SPECIAL TACTICS TACP PT EVALUATION STANDARDS**

**General.** SPECIAL TACTICS TACP applicants shall complete the Physical Training Evaluation in accordance with these procedures as part of the Special Tactics officer application. This test is based on the Special Tactics operator physical training standards/evaluation test described in AFI 13-219, *Special Tactics Operator Standards and Evaluation Program*, Chapter 3. The added CWST portion of the PT Evaluation is a modification for SPECIAL TACTICS TACP Selection purposes only.

**Standards.** You must complete the minimum number of exercises, and run and swim within the times specified below. SPECIAL TACTICS TACP selection is extremely competitive; you should give your very best effort, which should be well beyond the minimums. When you submit your application, your PT Eval should have been accomplished within three months of the Phase I due date, and as close to Phase I as possible to reflect your highest level of fitness to date.

CALISTHENICS: chin-ups, sit-ups, push-ups -- exercise for full time limit or until muscle failure

- Minimums:
  - 8 chin-ups in 2 minute
  - 60 sit-ups in 2 minutes
  - 45 push-ups in 2 minutes

RUN: 3 miles non-stop

- Minimums:
  - 3 miles completed within 24:00 minutes

**Administration.** The PT Eval must be administered in the order listed and completed within a three-hour timeframe. If you are unable to meet any of the minimums, you have failed the test. Due to the importance placed on exercise form, the PT Eval will be administered by a Special Tactics Training Squadron Cadre, in order to prepare you for the standards at which you'll be expected to perform. If you fail to execute the proper form, the test administrator will correct you, and the incorrect repetition will not be counted. Other test administrators (active duty officers, USAFA/ROTC instructors, former special operators, etc.) will be acceptable on a case-by-case basis, following coordination with the SPECIAL TACTICS TACP project officer. The unit administering the test will document the results (example format attached to this Annex). After completing the PT Eval to the best of your ability, complete the PT Eval Certification Letter, sign it, and have it attested to by the administrator. Include the letter in your application.

**Procedures.** Calisthenics events will be tested one right after the other with approximately a 2-minute time lapse between events. Upon completion of all the calisthenics events, a 10-minute rest period is given prior to starting the 3-mile run. Upon completion of the 3-mile run, a 30-minute rest period is given prior to starting the CWST.

**Chin/Pull-ups (two minute time limit).** This exercise is executed on a pull-up bar. The individual grasps the bar with the hands about shoulder width apart. Hands can be facing toward the candidate (chin up) or away from the candidate (pull up). This is a two-count exercise. The exercise begins in the "dead hang" position. Count one: pull the body directly upward until the chin is over the bar. Count two: lower the body until the body is again in the "dead hang" position. Repeat as many times as possible. Individuals will not swing excessively or bicycle feet as the chin is pulled over the bar. Legs are allowed to bend, but must not be kicked or manipulated to aid upward movement. If the candidate falls off or releases the bar, the exercise is terminated. Designed to measure strength and endurance in the back, triceps, and biceps muscles used when performing specific mission tasks. A two-minute rest follows this event.

**Sit-ups (four minute time limit).** Starting position: back flat on the ground, hands behind the head, fingers interlocked, head off the ground and knees bent at approximately a 90 degree angle. Another individual during the exercise holds the feet (optional). This is a two-count exercise. Count one: sit up until the back is vertical, breaking a 90 degree plane with the ground. Count two: return to the starting position. There is no authorized rest position during this exercise. If the candidate rests, the exercise is terminated. If an individual raises buttocks from ground, removes hands from behind the

head during a repetition, or the fingers are not interlocked, the repetition is not counted. Designed to measure strength and endurance in abdominal and hip flexor muscle groups used when performing specific mission tasks. A two-minute rest follows this event.

**Push-ups (two minute time limit).** This exercise starts from the front leaning rest position. The body must be maintained straight from head to heels with knees together. This is a two-count exercise. Count one: flex the elbows, lowering the body until the arm is bent at least 90 degrees at the elbow and the upper arm breaks a parallel plane with the ground. Count two: raise the body until the elbows are straight and locked. Repeat this exercise as many times as possible. The candidate will not raise his buttocks in the air, sag his middle to the ground, or raise any hand or foot from their starting position. If a hand or foot is raised, the exercise is terminated. The only authorized rest position is the starting position. Designed to measure the strength and endurance of the chest and triceps muscles used when performing specific mission tasks. A two-minute rest follows this event.

**Three Mile Run.** Performed with running shoes and running shorts. This run must be continuous (non-stop). If a candidate stops anytime during the run, the test will be stopped and considered a failure for the entire test. The test should be conducted on a measured running track. Designed to measure aerobic endurance used when performing mission tasks, specifically employment or evasion situations.

### **CWST (Combat Water Survival Test)**

Standard: The CWST consists of three stations:

1. 15 Meter Swim: Swim 15 meters with rifle, wearing BDU's, boots, and Load Carrying Equipment (LCE) consisting of pistol belt, suspenders, two ammunition pouches and two full canteens; without loss of rifle and equipment.
2. 3 Meter Drop: walk blindfolded off a 3-meter diving board with rifle and LCE. After entering the water, remove blindfold and swim to poolside without loss of rifle or equipment.
3. Equipment Removal: starting at poolside, enter the water and immediately submerge, discard rifle and remove LCE prior to surfacing and swim to poolside. You cannot be touching any of your equipment when you surface.

**NOTE: All swim events must be accomplished without showing fear.**

**NOTE: In place of the blindfolded 3 meter drop, the STS combined and slightly modifies the last two events.**

**Stand poolside facing away from water, blindfolded, and wearing prescribed equipment. Candidate is pushed into water by cadre and will doff his equipment submerged, surface and swim to poolside, not touching any of his equipment.**

**15 M Swim – No change**



**PT Evaluation Certification (TAB 6)**  
**SAMPLE PT EVALUATION CERTIFICATION LETTER**

(DATE)

MEMORANDUM FOR SPECIAL TACTICS SELECTION BOARD

FROM: (Administrator's office symbol)

SUBJECT: PT Evaluation Certification Letter -- Special Tactics TACP Selection Application

I certify that (Applicant) was administered the PT Evaluation on (Date). He performed the following repetitions/exercises/elapsed times as indicated below.

EXERCISE

REPETITIONS / ELAPSED TIME

1. CHIN-UPS (two minute)

\_\_\_\_\_ repetitions  
followed by 2 min rest

2. SIT-UPS (four minutes)

\_\_\_\_\_ repetitions  
followed by 2 min rest

3. PUSH-UPS (two minutes)

\_\_\_\_\_ repetitions  
followed by 10 min

4. 3-MILE RUN

\_\_\_\_\_ minutes: seconds  
followed by 20 min

5. CWST

PASS / FAIL (circle one)

rest

followed by 10 minute

APPLICANT SIGNATURE BLOCK  
ADMINISTRATOR SIGNATURE BLOCK  
CONTACT INFO: phone, email

## Ruck March Evaluation Letter (TAB 7)

22 Oct 99

MEMORANDUM FOR SPECIAL TACTICS TACP SELECTION BOARD

FROM: XX ASOS

SUBJECT: Ruck March Evaluation letter

1. SrA John A. Doe, has successfully completed the 12 mile ruck march with the appropriate weight and time standards.

RUCK MARCH COMPLETION TIME:

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ASOS SQ CC or Super, XXXX, USAF  
XX ASOS SQ CC or Super

### SPECIAL TACTICS TACP RUCK MARCH EVALUATION STANDARDS

1. Member must complete a 12 mile ruck march within a 4 hour time limit
2. Member will carry 55lbs in his ruck along with a weapon, LCE and helmet

**FORM 8s (ACC form 206s, as applicable)/CAS LOG (TAB 8)**

**SAMPLE**

**6-part military RIP or SURF (TAB 9)**

**Parachutist Volunteer Letter (TAB 10)**

22 Oct 99

MEMORANDUM FOR SPECIAL TACTICS TACP SELECTION BOARD

FROM: XX ASOS

SUBJECT: Volunteer for Parachutist Duty

I, SrA John A. Doe, volunteer for parachutist duty.

JOHN A. DOE, SrA, USAF  
Flt X/XX ASOS

SAMPLE

**Current class III Flight Physical (TAB 11)**

SAMPLE

*(E-mail completed package to [AFSOC.TACP.A&S.org@hurlburt.af.mil](mailto:AFSOC.TACP.A&S.org@hurlburt.af.mil))*